

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

744



FROM: County Auditor-Controller

SUBMITTAL DATE:
January 23, 2012

SUBJECT: Introduction and adoption of Ordinance No. 860.9 of the County of Riverside amending Ordinance 860.8 related to establishing fees of the County Auditor-Controller.

RECOMMENDED MOTION:

1. That the Board of Supervisors introduce and set for hearing adoption of Ordinance 860.9 of the County of Riverside pertaining to an amendment of Ordinance 860.8 adopted September 13, 2011, for fees charged for services provided by the County Auditor-Controller.

2. Upon the close of the hearing, that the Board adopt Ordinance 860.9.

BACKGROUND: In accordance with the provision of Government Code Section 54985, this amendment revises the current fees for the issuance of warrants, journal processing and services provided by the County Auditor-Controller (see Attachment A).

Paul Angulo

Paul Angulo, CPA, MA
County Auditor-Controller

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	No
	Current F.Y. Net County Cost:	-0-	Budget Adjustment:	No
	Annual Net County Cost:	-0-	For Fiscal Year:	

SOURCE OF FUNDS: N/A	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: *Karen L. Johnson*
Karen L. Johnson

County Executive Office Signature

FORM APPROVED COUNTY COUNSEL
BY: *Marshall Victor*
MARSHALL VICTOR
DATE: 1/23/12

Consent Policy
 Consent Policy

Dep't Recomm.:
 Per Exec. Ofc.:

BACKGROUND continued:

Ordinance 860.9 includes rates the Auditor-Controller will charge for 20 of the services provided to county departments, taxing agencies outside the county (example cities and redevelopment agencies), special districts (example water districts); and, employees and the general public (for garnishments and similar services) as follows:

<u>Affected Agencies</u>	<u>Number of Rates</u>
Taxing Agencies (excluding county)	6
Employees and the general public	8
Special Districts	4
County Departments	2

The rate that will be charged to all county departments is for payroll warrants and direct deposits (see Attachment B). The internal audit rate, which will be charged to the Tax Collector, is for the required quarterly verification of the assets held in the treasury.

The property tax general services fee is intended to recover costs associated with researching and providing significant amounts of information requested by consulting agencies. The rate will not be charged to taxing agencies or for requests that fall under the California Public Records Act.

Changes reflected in this Form 11 only affect the County/Flood Payroll Warrants/Direct Deposit and Internal Auditing fees. The remaining departmental fees will be reviewed and updated accordingly at a later date.

Attachment "A"

Fees Charged for Services

	<u>FY 11-12</u>	<u>Proposed FY 12-13</u>	<u>Change</u>
Special District County B Warrant (each)	\$ 4.54	\$ 4.54	\$ 0.00
Special District Processing of Journal Vouchers (per line)	0.80	0.80	0.00
County/Flood Payroll Warrants/Direct Deposit (each)	5.07	4.81	-0.26
Special District Off-Cycle Warrant (each)	37.07	37.07	0.00
Special District Payroll Warrant (non-County) (each)	8.64	8.64	0.00
Child Support Garnishment (each)	1.50	1.50	0.00
Medical Support Garnishment (each)	1.50	1.50	0.00
Spousal Support Garnishment (each)	1.50	1.50	0.00
Earnings Withholding Orders (each)	1.50	1.50	0.00
Sheriff Writs (each)	1.50	1.50	0.00
Copies – B&W (County, Special District, Public) (each)	0.02	0.02	0.00
Copies – Color (County, Special District, Public) (each)	0.17	0.17	0.00
Internal Auditing (per hour)	76.23	93.55	17.32
Property Tax Time-Share Assessment (per assessment)	2.90	2.90	0.00
Property Tax Fixed Charge Transaction (per parcel)	0.12	0.12	0.00
Property Tax Fixed Charge Correction (each)	40.97	40.97	0.00
Property Tax Fixed Charge Correction (per batch)	122.91	122.91	0.00
Property Tax Fixed Charge Enrollment/Correction (per batch)	113.18	113.18	0.00
Property Tax Redevelopment Service (per hour)	173.69	173.69	0.00
Property Tax General Service Fee (per hour)	107.99	107.99	0.00

Attachment "B"

County/Flood Payroll Transaction Charge FY 2012/13

Note: Rate Based On Number of Employees Paid and Facts Known In FY12 - Pay Period 21;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2012/13
10001	Board of Supervisors	56	\$4.81	\$269.36	26	\$7,003.36
10002	Clerk of the Board	4	4.81	19.24	26	500.24
11001	Executive Office	22	4.81	105.82	26	2,751.32
11050	Natl Pollutant Dschrg Elim Sys	2	4.81	9.62	26	250.12
11092	OASIS Financials Production	33	4.81	158.73	26	4,126.98
11093	OASIS HRMS Production	18	4.81	86.58	26	2,251.08
11301	Human Resources	167	4.81	803.27	26	20,885.02
11303	Air Quality Division	3	4.81	14.43	26	375.18
11307	Property Insurance	1	4.81	4.81	26	125.06
11308	Workers Compensation	43	4.81	206.83	26	5,377.58
11309	Malpractice Insurance	2	4.81	9.62	26	250.12
11310	Liability Insurance	28	4.81	134.68	26	3,501.68
11312	Disability Insurance	0	4.81	0.00	26	0.00
11313	Safety Loss Control	17	4.81	81.77	26	2,126.02
11318	Temporary Assistance Pool	1,350	4.81	6,493.50	26	168,831.00
11320	Exclusive Provider Option	31	4.81	149.11	26	3,876.86
11322	Employee Assistance Program	9	4.81	43.29	26	1,125.54
11329	Occupational Health & Wellness	23	4.81	110.63	26	2,876.38
11501	CFD Assessment Dist Admin	4	4.81	19.24	26	500.24
12001	Assessor	177	4.81	851.37	26	22,135.62
12002	Clerk Recorder	177	4.81	851.37	26	22,135.62
12003	Records Management & Archives Program	17	4.81	81.77	26	2,126.02
12004	CREST	10	4.81	48.10	26	1,250.60
13001	Auditor-Controller	63	4.81	303.03	26	7,878.78
13002	Internal Audits	6	4.81	28.86	26	750.36
13003	Payroll Services	20	4.81	96.20	26	2,501.20
14001	Treasurer-Tax Collector	108	4.81	519.48	26	13,506.48
15001	County Counsel	63	4.81	303.03	26	7,878.78
17001	Registrar of Voters	39	4.81	187.59	26	4,877.34
19001	EDA Agency Administration/CDBG Home Grants	116	4.81	557.96	26	14,506.96
19002	HUD-CDBG Home Grants	7	4.81	33.67	26	875.42
19003	Workforce Development	120	4.81	577.20	26	15,007.20
19004	Housing Authority (County)	112	4.81	538.72	26	14,006.72
19007	EDA/County Free Library	0	4.81	0.00	26	0.00
19107	County Airports	9	4.81	43.29	26	1,125.54
19201	Fair and Nat'l Date Festival	9	4.81	43.29	26	1,125.54
19301	Edward Dean Museum	3	4.81	14.43	26	375.18
22001	District Attorney	733	4.81	3,525.73	26	91,668.98
23001	Child Support Services	338	4.81	1,625.78	26	42,270.28
24001	Public Defender	231	4.81	1,111.11	26	28,888.86
24013	LOPD-Capital Defenders	19	4.81	91.39	26	2,376.14
25001	Sheriff Administration	49	4.81	235.69	26	6,127.94

Attachment "B"

County/Flood Payroll Transaction Charge FY 2012/13

Note: Rate Based On Number of Employees Paid and Facts Known In FY12 - Pay Period 21;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2012/13
25002	Sheriff Administration	317	4.81	1,524.77	26	39,644.02
25003	Sheriff Patrol/Anti Drug Abuse Grant	1,704	4.81	8,196.24	26	213,102.24
25004	Sheriff Corrections	1,312	4.81	6,310.72	26	164,078.72
25005	Sheriff Court Services	194	4.81	\$933.14	26	\$24,261.64
25006	CAC Security	3	4.81	14.43	26	375.18
25007	Training Center	65	4.81	312.65	26	8,128.90
25008	RAID	1	4.81	4.81	26	125.06
25010	Sheriff Coroner	48	4.81	230.88	26	6,002.88
25011	Public Administraton	12	4.81	57.72	26	1,500.72
25051	Sheriff CAL-ID	29	4.81	139.49	26	3,626.74
26001	Prob.- Juvenile Hall	360	4.81	1,731.60	26	45,021.60
26002	Probation	346	4.81	1,664.26	26	43,270.76
26007	Probation - Admin & Support	67	4.81	322.27	26	8,379.02
27002	Fire Protection - Forest	187	4.81	899.47	26	23,386.22
27004	Fire Protection - Contract Services	15	4.81	72.15	26	1,875.90
28001	Agricultural Commissioner	49	4.81	235.69	26	6,127.94
29001	Local Agency Formation Comm	5	4.81	24.05	26	625.30
31001	GIS	12	4.81	57.72	26	1,500.72
31002	Transportation Land Mgt/Integrated Plan	54	4.81	259.74	26	6,753.24
31003	TLMA Counter Services	13	4.81	62.53	26	1,625.78
31005	Environmental Programs	11	4.81	52.91	26	1,375.66
31101	Building & Safety	35	4.81	168.35	26	4,377.10
31201	Planning	37	4.81	177.97	26	4,627.22
31301	Transportation	290	4.81	1,394.90	26	36,267.40
31302	Surveyor	32	4.81	153.92	26	4,001.92
31303	Crossing Guards	24	4.81	115.44	26	3,001.44
31307	Transportation Equipment	24	4.81	115.44	26	3,001.44
31308	TLMA ALUC	2	4.81	9.62	26	250.12
31401	Code Enforcement	110	4.81	529.10	26	13,756.60
41001	Mental Health Public Guardian	32	4.81	153.92	26	4,001.92
41002	Mental Health Treatment Program	652	4.81	3,136.12	26	81,539.12
41003	Mental Health Detention	45	4.81	216.45	26	5,627.70
41004	Mental Health Administration	176	4.81	846.56	26	22,010.56
41005	Mental Health Substance Abuse	116	4.81	557.96	26	14,506.96
42001	Community Health Agency	684	4.81	3,290.04	26	85,541.04
42002	Calif Childrens Services	137	4.81	658.97	26	17,133.22
42003	CHA - Admin	159	4.81	764.79	26	19,884.54
42004	Environmental Health	172	4.81	827.32	26	21,510.32
42006	Animal Control Services	141	4.81	678.21	26	17,633.46
43001	Riverside County Regional Medical Center	2,299	4.81	11,058.19	26	287,512.94
43002	Med Indigent Services Program	30	4.81	144.30	26	3,751.80
43003	Detention Health Systems	49	4.81	235.69	26	6,127.94
45001	Waste Management	196	4.81	942.76	26	24,511.76

Attachment "B"

County/Flood Payroll Transaction Charge FY 2012/13

Note: Rate Based On Number of Employees Paid and Facts Known In FY12 - Pay Period 21;
Charge Subject to Change (i.e. Change In Workforce or Payroll Costs)

DeptID Budgetary Level 5	Name	Number of Pay Warrants & Advices Per Pay Period	Trans Rate	Charge Per Pay Period	No. of Pay Periods Charged	Estimated Annual Charge FY 2012/13
51001	DPSS Administration	3,262	4.81	15,690.22	26	407,945.72
52001	Local Initiative Admin DCA	19	4.81	91.39	26	2,376.14
52002	DCA-Local Initiative Program	14	4.81	67.34	26	1,750.84
52003	DCA - Other Programs	3	4.81	\$14.43	26	\$375.18
53001	Office on Aging -Title III	146	4.81	702.26	26	18,258.76
54001	Veterans Services	12	4.81	57.72	26	1,500.72
63001	Cooperative Extension	5	4.81	24.05	26	625.30
72001	Fac Mgmt Administration	54	4.81	259.74	26	6,753.24
72002	Fac Mgmt Custodial/Housekeeping	208	4.81	1,000.48	26	26,012.48
72003	Fac Mgmt Maintenance	178	4.81	856.18	26	22,260.68
72004	Fac Mgmt Real Estate	29	4.81	139.49	26	3,626.74
72005	Fac Mgmt Design & Construction	59	4.81	283.79	26	7,378.54
72006	Fac Mgmt Energy Management	2	4.81	9.62	26	250.12
72007	Fac Mgmt Parking	19	4.81	91.39	26	2,376.14
73001	Purchasing	18	4.81	86.58	26	2,251.08
73003	Printing Services	20	4.81	96.20	26	2,501.20
73004	Supply Services	14	4.81	67.34	26	1,750.84
73005	Fleet Services	54	4.81	259.74	26	6,753.24
73006	Central Mail	9	4.81	43.29	26	1,125.54
74001	I.T. - D.P.	156	4.81	750.36	26	19,509.36
74003	RCIT 800 Mhz Radio Project	10	4.81	48.10	26	1,250.60
91520	CSA 152 - NPDES	42	4.81	202.02	26	5,252.52
93110	Reg Parks & Open Space Dist	172	4.81	827.32	26	21,510.32
93520	RCA - Operations	9	4.81	43.29	26	1,125.54
93530	RCA - Reserve Management	1	4.81	4.81	26	125.06
93800	RC Children & Families First Com	25	4.81	120.25	26	3,126.50
94720	Flood Control Administration	239	4.81	1,149.59	26	29,889.34
98510	IHSS Public Authority - Admin	23	4.81	110.63	26	2,876.38

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ORDINANCE NO. 860.9

AN ORDINANCE OF THE COUNTY OF RIVERSIDE
AMENDING ORDINANCE NO. 860 RELATED TO ESTABLISHING A SCHEDULE OF FEES FOR
THE ISSUANCE OF WARRANTS AND SERVICES BY THE COUNTY AUDITOR-CONTROLLER

The Board of Supervisors of the County of Riverside ordains as follows:

Section 1. Section 1. of Ordinance 860 is amended to read as follows:

“Section 1. The Board of Supervisors establishes the following schedule of fees
for warrants, journal processing and services provided by the County
Auditor-Controller:

WARRANTS, JOURNAL PROCESSING, AND SERVICES

Special District County B Warrant (each)	\$4.54
Special District Processing of Journal Vouchers (per line)	\$.80
County/Flood Payroll Warrants/Direct Deposit (each)	\$4.81
Special District Off-Cycle Warrant (each)	\$37.07
Special District Payroll Warrant (non-County) (each)	\$8.64
Child Support Garnishment (each)	\$1.50
Medical Support Garnishment (each)	\$1.50
Spousal Support Garnishment (each)	\$1.50
Earnings Withholding Orders (each)	\$1.50
Sheriff Writs (each)	\$1.50
Copies – B&W (County, Special District, Public) (each)	\$0.02
Copies – Color (County, Special District, Public) (each)	\$0.17
Internal Auditing (per hour)	\$93.55

FORM APPROVED COUNTY COUNSEL
BY: MP Victor DATE: 1/31/12
MARSHAL VICTOR

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Property Tax Time-Share Assessment (per assessment)	\$2.90
Property Tax Fixed Charge Transaction (per parcel)	\$0.12
Property Tax Fixed Charge Correction (each)	\$40.97
Property Tax Fixed Charge Correction (per batch)	\$122.91
Property Tax Fixed Charge Enrollment/Correction (per batch)	\$113.18
Property Tax Redevelopment Service (per hour)	\$173.69
Property Tax General Services Fee (per hour)	\$107.99”

Section 2. This ordinance shall take effect thirty (30) days after its adoption.

BOARD OF SUPERVISORS OF THE COUNTY
OF RIVERSIDE, STATE OF CALIFORNIA

By: _____
Chairman

ATTEST:

CLERK OF THE BOARD:

By: _____
Deputy

(SEAL)